



*It's good to be  
B.A.D.*

## **Membership Handbook**

(Updated September, 2011)

Burlington Aquatic Devilrays  
P.O. Box 80012  
Appleby Postal Outlet  
Burlington, Ontario  
L7L 6B1

[www.burlingtondevilrays.ca](http://www.burlingtondevilrays.ca)

Phone: (905) 381-0270  
Email: [info@burlingtondevilrays.ca](mailto:info@burlingtondevilrays.ca)

**Burlington Aquatic Devilrays  
Membership Handbook  
Table of Contents**

OUR MISSION STATEMENT .....	1
WELCOME TO THE BURLINGTON AQUATIC DEVILRAYS .....	1
THE SWIM PROGRAMS .....	2
A. SWIMMING LEVELS .....	2
B. PRACTICES .....	4
C. PROGRAM OUTLINES AND PREREQUISITES .....	5
E. SWIM EQUIPMENT .....	11
F. THE COACHING STAFF AND PARENT INTERACTION GUIDELINES .....	12
G. SWIMMERS' CONDUCT and CODE OF BEHAVIOUR .....	14
FAMILY FINANCIAL AND PARTICIPATION REQUIREMENTS .....	17
A. REGISTRATION FEES .....	17
B. PROGRAM FEES .....	17
C. FUNDRAISING .....	18
D. BUILDING BLOCKS .....	18
E. MEET FEES AND MEET FEE POLICY .....	21
F. FUNDRAISING OPTIONS TO OFFSET YOUR COSTS .....	24
OTHER FINANCIAL INFORMATION .....	26
A. MULTIPLE SWIMMERS .....	26
B. CHILDREN'S FITNESS TAX CREDIT .....	26
C. MID-SEASON CHANGES .....	27
D. CLUB FUNDRAISING .....	29
CLUB COMMUNICATION .....	30
CONSENT TO PARTICIPATE AND USE OF NAME, IMAGE AND PERSONAL INFORMATION .....	31
KEY POSITIONS CHART .....	33
Executive Positions .....	33
Squad Managers .....	33
Additional Key Positions .....	33
Special Committees .....	33
BUILDING BLOCK VALUES .....	34
Everything You Wanted to Know About Swim Meets but Were Afraid to Ask .....	35

## ***OUR MISSION STATEMENT***

The Burlington Aquatic Devilrays Swim Club provides the opportunity and environment for the youth of Burlington, and surrounding areas, to participate and attain their maximum individual potentials in the sport of competitive swimming. The Club's competitive program is supported by a development program that consistently strives to promote excellence within the competitive swimming community and is in support of SWIMMING/NATATION CANADA objectives.

## ***WELCOME TO THE BURLINGTON AQUATIC DEVILRAYS***

The Burlington Aquatic Devilrays (BAD) Swim Club is an amateur, non-profit, parent-run club that teaches and promotes the sport of competitive swimming. The focus of our organization and the coaching staff is to provide a swimming program for the youth of Burlington, and surrounding areas, from developmental levels to provincial, national levels and possibly, one day, the Olympics.

The club encourages swim training for skill improvement, self-development, competition, leadership and sportsmanship. BAD endeavors to develop healthy, well-adjusted athletes who will contribute not only to our team, but also to our community. We offer programs for skill learning, fitness and recreation, as well as very focused competitive training. Qualified professional swim coaches oversee all the programs. The club is affiliated with Swimming/Natation Canada, the national sport governing body, and Swim Ontario, its provincial affiliate.

The direct and obvious benefits of competitive swimming include increased physical well-being, greater cardiovascular fitness, increased strength and improved coordination. A healthier person is also a happier person, better able to deal with life's daily stress. Swimmers also benefit socially by developing close friendships with teammates and swimmers from other clubs. The self-discipline learned in the pool may also carry over to outside endeavors, such as school, and the experience gained through winning, and losing, helps our swimmers grow toward adulthood.

Each swimmer's personal improvement, regardless of age or ability, fosters self-confidence. The club, under the guidance of the head swimming coach, provides the learning environment with the following goals in mind:

- a. To assist individual swimmers to achieve their maximum potential as swimmers.
- b. To promote physical fitness, health and well-being as life values.
- c. To encourage swimmers to develop self-discipline, self-acceptance and responsibility.
- d. To encourage teamwork and cooperation amongst swimmers, parents and coaches.
- e. To accept nothing less than respect for self, each other, coaches and parents.

The moment you become a member of the Burlington Aquatic Devilrays, you become a part of a dynamic and challenging partnership. Our team consists of not only talented and dedicated athletes, but also of equally talented and dedicated coaches and parents. Without any of these groups, our team would not be able to survive. Thanks for joining and we have a great year ahead of us!

## **THE SWIM PROGRAMS**

Being a swimmer with the Burlington Aquatic Devilrays involves a tremendous amount of physical conditioning and mental discipline from which you can benefit in many ways. You will develop a sense of determination and pride in your accomplishments (in swimming and other areas in your life such as schoolwork). You will also establish and nurture relationships that will last many years.

As a swimmer, you will be expected to adhere to club rules and be attentive to those who are in charge during training sessions. The club makes every effort to provide the best possible coaching staff to help you develop yourself as a competitive swimmer. It is not possible to achieve these benefits unless the coaches have your full cooperation. You are participating not only as an individual, but also as a member of a group of swimmers with similar interests. Your commitment to your training as well as to the club is important.

### **A. SWIMMING LEVELS**

Each swimmer is assessed by one of our professional coaches and then placed into suitable swimming program. We offer four levels of swimming programs largely based on swimming ability. Each level demands specific commitments from the swimmer and the swimmer's family, both in time and financial support. The swim season lasts from September to May for our FUNdamentals, Junior Bronze, Junior Silver and Swim Fit groups. Most other groups finish their season at the end of June, while some highly skilled competitive swimmers may continue on through July and even August.

**The first level is our Swimming Fundamentals program and is designated as “Non-Competitive” with Swim Ontario.**

The swimming FUNdamentals program is ideal for those children (ages 5-10) who are interested in having fun while being introduced to some of the technical aspects of swimming skills. This beginner program is designed to teach the swimmer to be comfortable in the water and learn to move through it. It also focuses on basic movements and abilities needed for swimming competitive strokes with an emphasis on freestyle and backstroke. There is also some development of stamina and endurance.

The swimmer will attend two 45-minute practices, twice a week, over a ten-week session. Sessions run three times a year beginning in September, December and March. Many practice time options are offered.

Swimmers must be able to complete one continuous length of a 25-metre pool (no specific stroke) to be accepted into this program.

**The second is our pre-competitive program designated as “Competitive Fundamentals / Competitive Skills” with Swim Ontario.**

This program is a natural progression from FUNdamentals program. It is designed for swimmers (12 years old and under) who have mastered the basics for moving through the water (either through our FUNdamentals program or city/private lessons) and are now ready to be introduced to competitive swimming. Practices consist of stroke work to build skills, endurance work to gain strength, and “quality” to increase speed. All four competitive strokes (freestyle, backstroke, breast stroke and butterfly) are taught at this level. Swimmers may also participate at small local meets, but competitions are not mandatory.

This program is split into two groups based on ability – Junior Bronze and Junior Silver. Junior Bronze practices are 1 hour in length, three times a week. Junior Silver practices four times a week

(1 to 1 1/2 hour sessions). Once sufficient achievements have been reached, graduation to the next program level will be recommended.

**The third level is designated as “Competitive Development / Competitive Open” with Swim Ontario. Swimmers are expected to regularly attend practices, have a positive attitude, be punctual and attend several competitive meets. The swimmers are also expected to reach specific criteria as established by the Head Coach to move from level to level.**

Our Competitive Development / Competitive Open program is designed for swimmers who wish to regularly compete and have demonstrated a willingness to commit to a more rigorous training program.

There are several groups within this program. Each swimmer is placed in the appropriate group based not only on ability but also with some consideration for the swimmer's age. The swimmers are expected to maintain specific performance criteria as established by the Head Coach to stay in their group. Likewise swimmers must achieve other specific performance criteria to move up from level to level within the competitive program.

#### Intermediate Bronze, Silver, and Gold

The next stage is our Intermediate group. There are three levels within the Intermediate competitive program - Bronze, Silver, and Gold. Swimmers in these groups have achieved specific provincial time standards at competitive meets, as well as performance standards during regular practice sessions. Swimmers may be up to 14 years of age and remain in this Intermediate group provided they meet the performance criteria. Practices range from 1 1/2 to 2 hours in length, 5-7 times a week.

#### Senior Silver, and Gold

There are two levels within the senior group – Silver, and Gold.

The Senior Silver and Senior Gold groups are at the pinnacle of the BAD swimming programs. Athletes (13 years and older) in these groups are very focused on their competitive swimming and demonstrate their desire for constant improvement on a daily basis through regularly attending practice, meeting performance standards and exhibiting exceptional work ethic. Practices are 8-9 times a week and range from 1 3/4 to 2 hours in length.

**The fourth is our SwimFit program and is designated as “Non-Competitive” with Swim Ontario.**

The SwimFit program is designed for the athletes (ages 13 and up) who don't want to compete, but still want to use swimming as the sport where they can improve their general fitness. This program is based on three after-school swim sessions (1.5 hour each) a week. The ideal candidates for this program are swimmers with previous competitive experience either within a club setting or at the high school level. Swimmers do not have to pass any prerequisite standards in order to stay in this program. This is not a learn-to swim program.



### **C. PROGRAM OUTLINES AND PREREQUISITES**

BAD's swim programs have been carefully developed by our Head Coach and staff based on years of experience. The following descriptions should help you better understand how the coaches will be evaluating your child both in practices and at meets.

In general, in each group, swimmers are required to:

- a) Meet the minimum attendance expectations as outlined (unless a specific reason otherwise has been discussed with the coach), and
- b) Demonstrate good work ethic during training sessions.

#### **Moving Program Levels:**

Depending on your child's progress through the swim season, you may be asked to consider moving your child to another swim program level. Usually these discussions occur at the beginning of the swim season (September), at the Christmas break (December) and at the March Break.

Movements of this nature are typically suggested because your child's coach has determined that all of the basics from the current level have been mastered however, sometimes the swimmer's age is also a factor. Advancement to the another swim program not only fosters continued improvement in your swimmer's ability but also takes into consideration that he/she are will experience greater enjoyment when practicing with children of a similar ability and age.

The coach will consult parents before any swimmer moves to another group. The club Treasurer will assess fee changes for the balance of the season and inform the parents accordingly.

#### **FUNDamentals, Junior Bronze and Junior Silver Programs:**

The three skills developmental groups (FUNdamentals, Junior Bronze, and Junior Silver) are designed to teach all four competitive strokes (Backstroke, Freestyle, Breaststroke and Fly) in a gradual manner, as well as to develop the swimmers' endurance and speed.

FUNdamentals swimmers do not compete at meets; however swimmers in Junior Bronze and Junior Silver may participate in small local meets. Participation in these competitions is recommended but not mandatory.

Swimmers at these levels receive progress reports that mark their performance measured against the specific skills required for that group. Once these skills are achieved, advancement to a higher level will be recommended.

Junior Silver 12 & Under	Junior Bronze 11 & Under	FUNDamentals 10 & Under
1. Meets progress report requirements 2. Minimum attendance is 70% to stay in this group	1. Meets progress report requirements 2. Minimum attendance is 70% to stay in this group	1. 25m swim (any stroke) to be accepted into the program 2. Minimum attendance is 70% to stay in this group

### Intermediate Programs:

These programs are for more advanced swimmers. They focus on improving technical skills for all four competitive strokes along with further development of endurance and speed. The athletes in these programs may participate in all competitive meets where they qualify. Meets may be located anywhere throughout Southern Ontario (the majority within a 1/2 hour to 1 hour drive from Burlington).

Swimmers in these programs must meet the prerequisite standards of their current level in order to move up to the next level.

Intermediate Gold 14 & Under	Intermediate Silver 13 & Under	Intermediate Bronze 12 & Under
<p><u>Pace Times</u>            a) 8x100 Free 1:35            b) 4x100 Kick 2:10                (any stroke)            c) 4x100 I.M. 2:00            d) Meet THREE "B"                Ontario Provincial time                standards based on your                age group                                              ***</p> <p>1. Pass three out of four               (a-d) above</p> <p>2. Minimum attendance is               75% to stay in this               group</p>	<p><u>Pace Times</u>            a) 8x100 Free 1:40            b) 4x100 Kick 2:20                (any stroke)            c) 4x100 I.M. 2:10            d) Meet THREE "C"                Ontario Provincial time                standards based on                your age group                                              ***</p> <p>1. Pass three out of four               (a-d) above</p> <p>2. Minimum attendance is               70% to stay in this               group</p>	<p><u>Pace Times</u>            a) 4x100 Free 2:00            b) 4x100 Kick 2:30                (any stroke)            c) 4x100 I.M. 2:20            d) Meet THREE "E" Ontario                Provincial time standards                based on your age group                                              ***</p> <p>1. Pass three out of four               (a-d) above</p> <p>2. Minimum attendance is               70% to stay in this               group</p>

### Senior Programs:

The Senior Gold and Silver groups are focused on further specialization in the sport of competitive swimming. Attendance requirements are strict and must be adhered to unless a specific reason is provided. All athletes in these groups will participate in all competitive meets where they qualify. Exceptional work ethics during practice and individual goals help these athletes maintain the rigorous levels of training. These swimmers must demonstrate a desire for constant improvements on a daily basis as well as be a positive role model for the rest of the club's swimmers at all times. At this level, swimmers should expect they would be introduced to swim camps and international-caliber competitions. Swimmers will be re-evaluated by the Head Coach and staff every 4-6 weeks.

Swimmers must pass the prerequisite standards for each group in order to be part of this program.

Senior Gold 13 & Over	Senior Silver 13 & Over
<p><u>Pace Times</u></p> <p>a) 12x100 Free 1:20 Boys 1:25 Girls</p> <p>b) 8x100 Kick 1:50 (any stroke)</p> <p>c) 8x100 I.M. 1:35 Boys 1:40 Girls</p> <p style="text-align: center;">***</p> <ol style="list-style-type: none"> <li>1. Pass two out of three (a-c) above</li> <li>2. Meet ONE Age Group National Standard (15 and Over)</li> <li>3. Attendance expectation is 100%</li> <li>4. Minimum attendance is 85% to stay in this group</li> </ol>	<p><u>Pace Times</u></p> <p>a) 12x100 Free 1:25 Boys 1:30 Girls</p> <p>b) 8x100 Kick 2:00 (any stroke)</p> <p>c) 8x100 I.M. 1:40 Boys 1:45 Girls</p> <p>d) Meet THREE "A" Ontario Provincial time standards based on your age group</p> <p style="text-align: center;">***</p> <ol style="list-style-type: none"> <li>1. Pass three out of four (a-d) above</li> <li>2. Attendance expectation is 100%</li> <li>3. Minimum attendance is 80% to stay in this group</li> </ol>

### SwimFit Program:

The SwimFit program is specifically designed for teenaged athletes (13 and over) who wish to incorporate swimming into their regular fitness routine. Each week the program offers (2) 1.5 hour cardiovascular training sessions (with 10 minutes of instruction by a coach at the beginning to organize the group and explain the training set for the day), plus a third session professionally coached for the full hour and a half which focuses on skill development and stroke correction. The self-motivated athlete will use the practice times to improve endurance and fitness levels as well as develop swimming technique.

Swimmers in this program have a swimming background either as a former competitive swimmer with a club or at the high school level. Athletes with a background in other sports may also fit into the program provided they are capable in the water. This is not a learn-to-swim program.

Swimmers will not be required to pass prerequisite standards to stay in the program. Athletes are non-competitive and will not participate in any meets. If a swimmer wishes to transfer to a competitive program, they may ask to try-out for the appropriate group (based on age and skill level) at any time in the swim season.

### **Time Standards:**

The time standards mentioned in the above Intermediate and Senior Program prerequisites are set annually by Swim Ontario for provincial standards and Swimming Canada for national level standards. These times are categorized by sex, age group and specific stroke for a set distance e.g. 50-metre freestyle.

Within each Junior Provincial time standard category are various levels ranging from “Provincial“, then A through to E. A “Provincial” time is the highest standard to which swimmers will compare their race performance and an “E” time is the lowest standard. These times are helpful to understand how well a swimmer is performing relative to others in the Province and can be used as qualification prerequisites for some competitive races.

A swimmer who has reached Junior Provincial time standards can also continue on to compete at even higher-level meets if more advanced time standards are met. Swim Ontario sets Senior Provincial time standards and Swimming Canada publishes standards at for Age Group National, Eastern / Western Championships and Senior National levels.

To review these standards, please visit the Swim Ontario website at [www.swimontario.com](http://www.swimontario.com) or the Swimming Canada website at [www.swimming.ca](http://www.swimming.ca). Your coach will be more than happy to help you understand these standards as well.

## D. SWIM MEETS

The Devilrays participate in a wide variety of swim meets throughout the year. This system enables each swimmer to compete equitably against others with similar abilities. Advancement to higher levels of competition depends on achievements; as skills are learned and times are improved, swimmers are able to compete at bigger and more competitive meets.

Locally, BAD host its “home” meets at Centennial Pool (adjacent to Robert Bateman High School, west of Appleby Line on New Street). Your swimmer will also be offered the opportunity to participate in meets outside the City of Burlington. Travel to and from all meets (and the associated costs) is your responsibility.

The club’s meet schedule is set by the Head Coach and is subject to change throughout the season based on space availability at the meets offered. Be sure to regularly check the club website [www.burlingtondevilrays.ca](http://www.burlingtondevilrays.ca) or the club newsletter for the most recent and accurate list of upcoming meets and dates.) As well, prior to any meet, be sure to confirm the date, warm-up time and location of each swim meet with your child’s coach. It is your responsibility to have your child at each meet on the appropriate day and time, and with the necessary equipment.

Note: Swimmers in the FUNdamentals and the SwimFit programs do not participate in swim meets.

The types of swim meets are explained below:

### 1. Junior Bronze and Junior Silver Programs

The Junior Bronze and Silver groups compete at small local meets only. Events are set-up similarly to higher-level competitive meets, but swimmers at this level are competing mainly against themselves. Their main goal is to strive for “personal best” times at each meet.

**Development Meets:** BAD is part of an informal association of swim clubs from around the Golden Horseshoe. We compete against each club in this league twice during the season for six meets in total (3 away meets and 3 home meets). Development meets are usually no more than 4 hours in length. We also participate in a Championship meet in the spring with all clubs combined. (The Championship usually takes place over two days.) The costs for Development meet fees are paid in one lump sum at the start of the season; however the Championship meet fees are charged separately and these fees are paid to the hosting club to cover pool rental costs and associated Swim Ontario fees.

**Other Meets:** Participation in meets outside of the Development league (described above) is determined by the Head coach and staff. As with the Championship meet, separate fees will be charged for each event in which the swimmer is entered. You will be notified well in advance of the meet date if your swimmer is recommended to attend any other meet outside of the Development league.

### 2. Intermediate and Senior Programs

Intermediate, and Senior level swimmers will participate in many meets throughout Southern Ontario including two local meets hosted here in Burlington. The standards for each meet vary from “open” to “national” standards to cater to different levels of competition. Swimmers are invited to attend based on their past performances; therefore, you may qualify for a wide range of meets. These meets involve many teams and usually take place over a two to three day period. The Head Coach and staff set a schedule for the meets to be attended and will inform the swimmers of their entries closer to the meet dates and according to their qualify times (if applicable). Costs for these meets vary from \$8.00 to \$10.00 per event for each swimmer. The hosting club sets these rates and is paid these fees in advance of the meet.

The competitive swim season is sub-divided into two seasons: Short Course (which runs from September to March) and Long Course (which runs from April to August). Short course races are swum in a 25-meter pool; long course races are swum in a 50-meter pool. Regardless of the course format, the length of individual races may be as few as 50 meters or as many as 1500 meters. Due to the differences in the number of turns and techniques used to swim short course races versus long course races, Swim Ontario sets time standards for each course format. For more about time standards please see page 8 in this handbook.

In Ontario, competitive swimmers aged 12 and under will be entered into “timed final” races at all competitive meets (usually held during afternoon sessions). However, depending on the meet and its events, swimmers aged 13 and over may be entered into “preliminary” races only (usually held during early morning sessions). If your swimmer’s performance during a preliminary race places him/her in one of the top ranking positions (usually top 8 or 16), you may be expected to return later in the meet to participate in “final” races (usually held during evening sessions). Your swimmer’s performance after the “final” race will determine his/her official rank for that event at that particular meet.

### **Group Travel:**

Occasionally our swimmers will travel to competitive meets as a team. Team travel is usually reserved for meets which are hosted in locations further than two hours driving time, and where a large group of swimmers are asked to attend (such as divisional team championship meets).

When team travel occurs, the group travel (bus, plane etc.) and group accommodation is arranged by the club. Chaperones are selected by the Head Coach from a list of parent volunteers. Chaperones make all arrangements for swimmers’ meals as well as care for swimmers in place of their parents. (A specific list of Chaperone tasks and responsibilities can be obtained from the Head Coach). Costs for group travel, group accommodation and group meals (including costs for coaches and chaperones) are shared equally among the swimmers in attendance at the meet. Swimmers may be required to meet qualification and age standards to be eligible to attend (if applicable). The Head Coach makes details regarding these meets available closer to the meet date.

### **Meet Results:**

The hosting club records results of your child’s performance at a meet. Often these results are posted in a central location in the stands area during the meet.

At the completion of a meet, results are filed with Swimming Canada by the hosting club. These results can be viewed electronically on the Swimming Canada website [www.swimming.ca](http://www.swimming.ca). Check under “**Events**” followed by “**Meet List & Results**” to see the times for all swimmers.

Swimming Canada also offers the option to create a “**my swimming.ca**” account and track individual results for the entire season. My swimming.ca reports your child’s times by event for each meet attended as well as highlights best times for the season. My swimming.ca is a very convenient tool to track your child’s improvement over the year.



## E. SWIM EQUIPMENT

Each swimmer is responsible for his/her equipment at practices and swim meets.

In addition to personal items (practice swimsuits, towels, deck shoes, warm-up suits and toiletries), swimmers should be equipped with the following items:

- All swimmers are requested to wear a BAD swim cap during practices and at all swim meets. (They will protect the hair from excessive drying by the chlorine and provide team identification.)
- Swimmers in the Intermediate Bronze through to Senior Gold programs require a team swimsuit to be worn at all meets.

Swimmers at various program levels are also required to purchase their own training equipment as follows:

### SENIOR PROGRAM

GOLD GROUP	SILVER GROUP
Equipment	
Fins, finger paddles, big paddles, pull buoy, rubber band, small kick board, skipping rope, goggles	

\* Swimmers should confirm the size and shape of paddles with their coach to prior to purchase

### INTERMEDIATE PROGRAM

GOLD GROUP	SILVER GROUP	BRONZE GROUP
Equipment		
Fins, paddles*, pull buoy, rubber band, small kick board, goggles		

\* Swimmers should confirm the size and shape of paddles with their coach to prior to purchase

### JUNIOR PROGRAM

SILVER GROUP	BRONZE GROUP
Equipment	
Fins, pull buoy, small kick board, goggles	Fins, small kick board, goggles

### FUNDAMENTALS PROGRAM

Equipment
Small kick board, goggles

Most of the above items are available for sale through the club Equipment Manager. A team order is usually placed once each month. Team orders are entitled to a 25% discount. Order forms are available from the club Equipment Manager of your Squad Manager.

Team Aquatic Supplies (4155 Fairview St., Burlington) stocks much of our equipment. You may shop directly from the store and receive a 10% discount (offered to BAD members) if you cannot wait for the next team order to be placed. Team Aquatics also offers sales from time-to-time. Watch for information in our club newsletter or from your Squad Manager.

At the beginning of the swim season our club will also provide our competitive swimmers with a team shirt.

**At swim meets:** Junior Bronze and Junior Silver swimmer are not required to purchase or wear a team swimsuit at meets, but should come equipped with their team shirt (for warmth) and team cap (for identification). Swimmers in the Intermediate and Senior programs are expected to wear their team shirt, team swimsuit and team cap. Also, always have one or two pairs of goggles that fit for a swim meet.

**REMEMBER: Never leave valuables in the locker room and put your name on everything!**

## **F. THE COACHING STAFF AND PARENT INTERACTION GUIDELINES**

The Devilrays enjoy one of the most capable and well-qualified groups of coaches in the province.

Our Head Coach works full time, hires all coaching assistants and has full responsibility for the programs in the pool. It is also the Head Coach's responsibility to provide feedback to the other coaches and review their performance.

The main objective of all our coaches is the continued improvement in the performance of their swimmers. All maintain a high quality of training procedures while employing a positive outlook and always encourage their swimmers to excel, regardless of ability levels. Our coaches also feel that all training must be in practice sessions only. They will not be seen giving direction during warm-up sessions before a swim meet.

Positive reinforcement is the philosophy of the Burlington Aquatic Devilrays Swim Club. Criticism is only given in a friendly, helpful and constructive manner and only by the coaches.

In order for the coach to do his/her job, we ask that parents of all levels to stay off the pool deck during practices. Parents are also requested to refrain from consulting with the coaches or the swimmers during training and competition. These distractions prevent the coach from providing supervision to all the swimmers in the pool. Parents are therefore asked to remain in the designated spectator areas. Parents can request a meeting with the coach, at a time that is convenient for both, to discuss any issues or questions. All swimmers' problems (school, health or otherwise) should be discussed privately with the coach. Any physical injuries must be reported to the coach. Phoning or emailing the coach is recommended versus trying to "catch" the coach on deck or after practice.

Every swimmer should strive to be at each practice at least 10-15 minutes before the listed start time to do proper warm-up exercises and help put in lane ropes, etc. This also applies to meets; please consult with your coach to be sure of the required time of arrival. If a swimmer must arrive consistently late for practice or must regularly leave practice early for some important commitment, please inform your coach of the situation and circumstances. Any swimmer absent from practice, or who is planning to be absent, must explain the circumstances to their coach. This courtesy helps in planning and executing your child's swim program.

**Concerns or complaints should be brought to the attention of your child's coach first and directly. If not resolved, parents should bring the matter to the Head Coach and lastly to the Executive for resolution.**

BAD is committed to providing a supportive environment in which all individuals (athletes, coaches and parents/guardians) are treated with respect. As a result, parents/guardians are expected to adhere to some basic behavioural guidelines which are provided below. You should expect nothing less than the same courteous and respectful treatment from other club parents / guardians and our coaching staff.

1. Conduct yourself at all times in a manner consistent with the values of The Burlington Aquatic Devilrays, which include fairness, integrity and respect. This pertains to interaction with all athletes, parents, officials and coaches. Comments or behaviours that are disrespectful, derogatory, offensive, racist, abusive or sexist will not be tolerated.
2. Encourage a healthy lifestyle including nutritious foods and adequate sleep.
3. Be supportive of the entire team at all times, regardless of performance level.
4. Understand that volunteer organizations such as BAD depend on the energy and goodwill of parents to fulfill numerous, essential roles. When an issue arises with a squad manager, meet organizers, board members, etc. respect that these are all volunteers who are giving their time to benefit the club and the swimmers. Any action need to resolve an issue with any member of our "team", should be done so privately and directly with the people involved. If resolution is not achieved, contact the club Executive.

5. Understand that email and Internet Web sites, such as, but not limited to Facebook.com, and mySpace.com, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other athlete (BAD or otherwise), coach, or volunteer.
6. Support the swimmers and the Club by volunteering your time to assist in meets, social events and fundraising activities.
7. Have fun!

Failure to follow these guidelines may result in a request to leave a practice or a meet. If necessary, further action may be taken by the club Executive.

## **G. SWIMMERS' CONDUCT and CODE OF BEHAVIOUR**

Both at home and away, a BAD swimmer is a representative of our club. Others will form opinions and impressions of our club based on their experiences with our members. Your swimmer is an important ambassador when he/she wears our team shirt and swimsuit, and enters a competition.

All Burlington Aquatic Devilrays swimmers are expected to conduct themselves in a manner that is compatible with BAD's goals and objectives and that will present a positive image of the program, the City of Burlington, the province of Ontario and Canadian Swimming. Proper respect toward authority, property and other people is required at all times.

The following items are outlined as the minimum behavioural standards to be followed by all Burlington Aquatic Devilray swimmers while engaging in club activities (including but not limited to attending practices, attending swim meets and/or while in change rooms prior to and following these events):

### **Swimmers' Code of Behaviour**

1. Conduct yourself in a responsible manner, keeping in mind the fact that you represent Burlington, Ontario, as well as the Devilrays.
2. Display a positive and supportive attitude toward the program, coaches, teammates, volunteers and representative from other clubs.
3. Proper respect toward authority, property and other people (athletes, parents, fans, officials, coaches and pool staff) is required at all times. Bullying or harassing others will not be tolerated (see below for more information). Damaging, concealing or stealing any item, regardless of size or value, including but not limited to other swimmers' personal property and/or public property, will not be tolerated.
4. Arrive early to practices and meets. Be on deck and stretch before the required start time, and be ready to listen to your coach's instructions. Bring all required equipment and proper snacks (especially water to avoid dehydration).
5. All instruction given by pool lifeguards must be obeyed.
6. Encourage your fellow teammates. Cheer them on and take pleasure in their achievements as well as your own.
7. While in the water, take your turn and keep a safe distance from other swimmers at all times.
8. Obtain permission from your coach if you wish to leave an area where the team is located. Generally speaking, in any pool facility all areas are out of bounds except the pool deck, change rooms and washrooms.
9. Running or horseplay (including but is not limited to while in the stands, in the pool, on the pool deck, in the change rooms or under Chaperone supervision) is not permitted. Use of foul language is not permitted. Irresponsible behaviour that results in harm to self and / or others, or the disruption of practice, will not be tolerated.
10. Proper rest and nutritional habits for athletes should be followed.
11. Drinking, smoking, gambling and the use of drugs (including banned substances) is not tolerated.
12. Be responsible for your own property. Items left in change rooms (at practices or at meets) are done so at your own risk. It is advisable to lock items that cannot be carried onto the pool deck in lockers provided by the facility. Articles left behind are also your responsibility to recover. You must deal directly with the pool facility, travel company or hotel (if applicable).
13. Email and Internet Web sites, such as, but not limited to Facebook.com, and mySpace.com, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be

considered inflammatory, degrading, or in poor taste toward any other athlete (BAD or otherwise), coach, or volunteer.

In addition to the minimum behavioral standards listed above, the following conduct is expected when swimmers travel as a team:

1. All rules given by the Head Coach must be obeyed.
2. Swimmers travel, room and eat with their fellow teammates. Swimmers will not leave the team at any time without prior arrangement with the Head Coach and / or the Chaperones.
3. Rooming assignments are arranged by the Head Coach. Swimmers can expect to share a room together with one to three other swimmers to keep costs low. Should a personality conflict arise, the matter should be brought to the attention of the Head Coach where it will be dealt with in confidence.
4. A reasonable hour for bedtime before swim meets should be observed. (Chaperones will be assigned to assure lights are out at the agreed reasonable hour.)
5. Property damage caused by the swimmer will be charged to the parent.
6. Where chaperones are in attendance, it must be understood that they are there in place of the parents and are to be respected as such.

\* **Please be sure to review the Swimmers' Code of Behaviour with your child.**

### **Following the Guidelines:**

All coaches have the responsibility and authority to enforce the Swimmers' Code of Behaviour. Failure to follow the guidelines within the Swimmers' Code of Behaviour may result in disciplinary action. Discipline may take the form of being sent home at swimmer's expense, loss of privileges within the club, assignment of extra duties or other appropriate measures as determined by the Head Coach (and/or the Executive). In extreme cases, discipline may result in possible expulsion from Burlington Aquatic Devilrays Swim Team. In the event a swimmers acts outside the Swimmers' Code of Behaviour, the following actions will be taken include:

1. **1st Incident** will result with a discussion between the coach and the child.
2. **2nd Incident** will result with a conference between the child, coach and child's parents (and Head Coach if warranted).
3. **3rd Incident** will result in a discussion at the Executive level. Further action(s) to be taken will be under the advisement of the Head Coach.

### **Bullying and Harassment:**

Bullying is a pattern of repeated aggressive behaviour with negative intent directed from one child to another where there is a power imbalance. Harassment is behaviour(s) which is known or ought to be known as unwanted. Harassment is an offence under the criminal code of Canada.

Bullying and harassment are behavioural qualities that contradict the club's mission statement and goals outlined in this handbook and as such cannot be tolerated in any form. The prevention, monitoring and dealing with bullying and harassment is part of an iterative process to provide a positive environment for our swimmers.

Ongoing procedures to monitor and prevent actions of bullying or harassment:

1. Coaches will pay close attention to and deal immediately with observed inappropriate behaviour and interaction between swimmers on deck and in the pool.
2. Change room monitors / mentors will be selected to observe and report any mistreatment of swimmers during change room activities. Any inappropriate behaviour is to be reported to the Squad Manager for monitoring and follow-up.
3. Squad Managers will record the alleged incidents and forward the report to the group coach and Head Coach to be dealt with appropriately.
4. Issues that cannot be resolved at the group coach or Head Coach level will be raised to the Executive in writing. The Executive will review the issue(s) and appoint a committee to resolve the situation as required.

Procedures to be followed in the event of a report of bullying or harassment:

1. A parent, swimmer or mentor reports the alleged behaviour to the Squad Manager. The Squad Manager records pertinent information (people involved, time, date of occurrence, etc.)
2. The Squad Manager provides the recorded information to the group coach, Head Coach and the parents of all swimmers involved. The intent is to confirm the alleged incident and find a satisfactory resolution for all people involved. Results will be confirmed and recorded by the Head Coach.
3. All recorded information will be forwarded to the Executive for filing if a resolution is achieved. If no resolution, all information will be reviewed by the Executive, and in the presence of the coaches, swimmers and parents involved in the incident, in order to come to an agreed resolution.

#### **City of Burlington Pool Use Policy:**

The City of Burlington has a Zero Tolerance Policy regarding pool use. This policy ensures that measures are in place so that incidents of vandalism, violence or inappropriate behaviour do not occur in its facilities and properties. The City will take appropriate action to deal with incidents of violence or vandalism, which will include immediate ejection from the premises and a mandatory suspension from all City recreational programs, facilities and properties for a period of time not less than one month.

#### **Swim Meet Behaviour:**

At the discretion of meet Officials, a swimmer may be disqualified from all events remaining at the meet if the swimmer is overheard using obscene or abusive language in the pool area, including the dressing rooms, or if he/she is observed causing willful damage. To learn more, please refer to the Swim Ontario website [www.swimontario.com](http://www.swimontario.com)

## ***FAMILY FINANCIAL AND PARTICIPATION REQUIREMENTS***

Your family's financial and participation requirements are essential for us to be able to provide your swimmer with the top quality program you expect.

Our major expenses include pool rental, coaches' fees and expenses, Swim Canada fees (swimmer insurance coverage at practices and at meets, as well as registration for your child as a Canadian Amateur Athlete), and operating expenses including advertising, accounting fees, awards, photocopying, ribbons, etc.

When you register your swimmer with BAD, you will be informed of the specific costs and participation time commitment we require based on the swimming program for which your child has been assessed.

The club utilizes Direct Debit transactions through the Canadian Banking Association. All member families are required to provide a VOID cheque to be utilized in setting up the payment schedule. All payments are made through Burlington Aquatic Devilrays.

If during the swim season you should close the account from which the direct debit has been established, it is your responsibility to inform the club Treasurer and provide a new VOID cheque as soon as possible. If failure to provide this new information results in a non-sufficient funds situation, you will be charged the NSF service charge as indicated below.

**There will be a service charge of \$25.00 for all NSF charges.**

If you fail to meet your financial obligations, your swimmer may lose membership in the club and action will be taken to collect all fees owing on approval of the Executive.

\*\*\*\*\*

### ***A. REGISTRATION FEES***

This fee is **due in full at time of registration and is non-refundable**. A discounted registration fee is available to all competitive swimmers who register prior to July 15th. Registrations received after July 15th will be charged the full registration amount as outlined on the fee sheet.

### ***B. PROGRAM FEES***

These fees are set based on the level at which your swimmer trains - the more hours of training per week, the higher the fees. However, please note these fees do not correspond to a fixed number of hours, or practices per week/season. Some practice times will change depending on pool availability, meets, training camps and coaching availability. Discounts are available when registering 2 or more swimmers in the FUNdamentals program or if registering siblings within the Junior Bronze – Intermediate Gold competitive programs. SwimFit swimmers are not eligible for discounts regardless of where a sibling may be registered within the BAD's program offerings.

These fees may be paid in full (September 15th), or equal monthly installments (September 1 through to April 1).



### C. FUNDRAISING


Fundraising is a component of your program fees that can be offset by various options as set out by the club each year. Each pre-competitive and competitive family is assigned a fundraising amount that you are responsible for based on the swim program in which your child is registered. The amount is predetermined by the club each year and outlined on the swim programs fee sheet. The options to help offset the amount are detailed in Section F

The fundraising amount is **included in your monthly installments.**

### D. BUILDING BLOCKS

BAD is a non-profit organization made up of very **dedicated volunteers!** To ensure the continued success of our club, we require you to join our volunteer community now. Individuals can donate their time, energy and expertise at every level, from helping with one social event per year to joining the Executive Board. With a positive attitude and a willingness to lend a hand, you make a great impact on your child's athletic environment, and love of swimming.

Building Blocks are segments of volunteer time. All families with competitive swimmers (Junior Bronze – Senior Gold) are assigned number of building blocks based on their swimmer's program level. Building Block requirements are reviewed and set by the executive annually. Requirements can be viewed on the Fee schedule(found on the website). It is your responsibility to fulfill your volunteer commitments by signing up for the various tasks / positions available during the swim season. Families will be notified of their building block balances twice yearly (once in mid-year and again at the final reconciliation in June/July). Amounts will be withdrawn at season end for commitments not completed.



Parents, and other interested helpers (guardians, grandparents) can complete your family building block commitments by assisting our club in the many ways (listed below). **It is imperative that any volunteer (parent or otherwise) whose last name is different from your swimmer's last name must sign all volunteer sign-up sheets with reference to the swimmer's name. (For example, if your name is John Smith, but the swimmer's name is Jane Black, please sign all volunteer sign-up sheets to prove your presence as John Smith for Jane Black.) Failure to follow this procedure will result in building block crediting errors.**

High school students requiring volunteer hours are also welcome to help our club. Anyone receiving sign-off for high school volunteer hours does so in lieu of receiving building block credits.

Note: A complete list of the building block values for each method is included at the end of this document.

**Key Positions:** Devilrays members are always needed to fill roles on the Executive (president, vice president, secretary, treasurer, membership chairperson, meet manager, officials chairperson) as well as other key positions necessary to administer the club functions. These "jobs" are listed at the end of this document. The positions are usually filled each year at the Member General Meeting held in June. The Executive positions require a commitment of two years. All other positions are held for a minimum of one year (June to June).

**Committees / Special Events:** There are many committees and special events (e.g. corporate donations, swim-a-thon, club picnic, annual banquet, etc.) that require volunteers for organization and execution. Be sure to watch the club newsletter or contact the club executive for updates on where your help is needed.

**Swim Meets:** Swim meets offer your child an opportunity to put the skills learned in practice to the test. In order to host a swim meet effectively, our club needs the assistance of many helpers. Being on deck is a great way to see your child swim and help the club at the same time.

At any swim meet a number of officials are required to make the event run. Without willing participants to take on roles such as timers, strokes and turns judges, marshals, starter, referee, etc. the meet does not take place. The Devilrays offers Level I clinics (Timing and Strokes & Turns) to all of our member families at various times during the year. It is expected that at least one member of every family will participate in these clinics in order to understand the rules and regulations of how a meet is run. Your attendance at these clinics earns you 1/2 a building block per clinic. Higher-level courses may also be offered locally or in nearby centers. Watch for details in the club newsletter.

Behind the scenes we also run a full concession stand which takes a number of people to operate effectively.

During a swim season, we will be hosting at least three (1/2 day or 1 session) meets for the Junior Bronze / Silver squads as well as two higher-level competitive meets which are 4-5 sessions (2-3 days) each. All hosted meets are held at Centennial Pool. Parents from all swimming levels are needed to help at these meets. It takes as many as 30 to 40 people to execute each half-day session at a meet.

Swim meets are a major source of income for the club and are important to the swimmers. **It is expected that at least one family member will volunteer to help at our swim meets in some capacity. We host 5 swim meets per season.**

\*\*\*\*\*

A complete list of roles / tasks and their building block values is included at the end of this document. Also refer to our club newsletter for additional opportunities to work off your building block commitments.

\*\*\*\*\*

## **Volunteer Conduct and Volunteer Policies**

For your reference, the Burlington Aquatic Devilrays has drafted the following policies regarding volunteer involvement. Please read them thoroughly and contact your Squad Manager with any questions.

**Definition of 'Volunteer':** A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of BAD. A "volunteer" must be officially accepted and enrolled by BAD prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of BAD.

**Discrimination:** BAD is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, colour, religion, sexual orientation, geography or age. BAD will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

**Representing Burlington Aquatic Devilrays:** Volunteers are asked to NOT contact organizations or individuals on behalf of BAD unless an Executive member gives them express direction to do so. Prior to any action or statement that may significantly affect or obligate BAD, volunteers should seek prior consultation and approval from appropriate member(s). These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, or other obligations. Volunteers are authorized to act as representatives of BAD as specifically indicated within their job descriptions and only to the extent of such written specifications.

**Confidentiality:** Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Such information includes but is not limited to: information regarding a staff person, volunteer, member, or third party; BAD's projects or programs; BAD's organizational health and financial status; pending agreements

with other organizations; and any information that if released may prove harmful to BAD. Failure to maintain confidentiality may result in termination of the volunteer's relationship with BAD and/or other corrective action.

**Contacting Other Volunteers:** Occasionally, volunteers will need to contact other volunteers with regard to their activities with BAD. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or e-mail addresses, the BAD executive will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

**Fulfilling Commitments:** The Burlington Aquatic Devilrays relies heavily on the help of volunteers to manage Club activities on a daily basis as well as run successful, well organized events (including swim meets). Once volunteers have agreed to take on roles within or for the Club it is assumed the volunteers will do the tasks ahead to their best ability. If circumstances either known or unforeseen prevent a volunteer from completing a task, they are responsible to bring the matter to the attention of either the Officials' Chairperson (if unable to work at a meet), the Bingo Scheduler (if unable to work a bingo) or the Club Executive (if no longer able to take on a key role) as soon as possible. Failure to show-up for or complete a task without giving acceptable notice to find replacement, especially if expected to work at a swim meet, not only requires unnecessary additional effort from other volunteers, but also puts the entire Club's success in jeopardy.

**Dismissal of a Volunteer:** Volunteers who do not adhere to the rules and procedures of the club or who fail to satisfactorily perform their volunteer assignment are subject to dismissal from their volunteer role. No volunteer will be terminated until the volunteer has had an opportunity to discuss the possible reasons for dismissal with the Executive. Possible grounds for dismissal include, but are not limited to: gross misconduct or insubordination; theft of property or misuse of BAD materials; abuse or mistreatment of members, staff or other volunteers; failure to abide by BAD policies and procedures; and failure to satisfactorily perform assigned duties.

**Purpose of Volunteer Policy:** These policies are written to provide overall guidance and direction to staff and volunteers engaged in club activities and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. BAD reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Executive, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Executive Committee.

## **E. MEET FEES AND MEET FEE POLICY**

BAD's competitive swimmers are offered the option to participate in and travel (mostly throughout South Western Ontario) to many competitions throughout the season. The standards for each meet vary from "open" to "national" standards in order to cater to all different levels of competition. These meets involve many teams and may be as short as 1/2 day or take place over a two to four day period.

In advance of each meet, your coach will pre-enter your swimmer into races for which he/she is qualified to swim. The number of races and number of days per meet will be different each time and at the discretion of your coach. Your coach will inform you of these entries well in advance of the meet date (usually by email). At the same time you will be given a time frame to consider these entries and a deadline (usually 15 days in advance of the meet) to inform the coach if you need to make any changes.

Swim Ontario levies fees to every host club based on the number of swimmers and the events into which the swimmers are entered. In order to recover these fees as well as pay for pool time costs for the meet, the host club charges all swimmers (from their own club and visiting clubs) meet fees. The costs for each race will vary from approximately \$8.00 to \$10.00. The hosting club sets these rates and payment is due prior to the meet (usually 7-10 days before).

The following outlines how BAD collects and pays these fees on behalf of your swimmer. Note: The cost of travel to and from meets (and accommodation if necessary) is the sole responsibility of the swimmer's family.

### **Junior Bronze and Junior Silver Groups**

Junior Bronze and Junior Silver swimmers are required to provide a meet fee payment of \$90 or as set by club to cover the cost for six regular Development meets (both away and in Burlington).

**This meet fee is non-refundable regardless of whether your child attends and competes at any Development meet.**

If your Junior Bronze / Silver swimmer chooses to swim at any meet outside the six regular Development meets offered (such as the local Championship meet at the end of the season) you will be required to pay additional meet fees. You will be informed of any meet fees owing at that time.

### **Intermediate – Senior Gold Groups**

To facilitate the payment of meet fees for each Intermediate Bronze – Senior Gold swimmer, BAD collects meet fee through the monthly withdrawal. These funds are kept in individual meet fee accounts. Each meet fee payment for your swimmer is withdrawn from this account, as the charges occur, and paid to the hosting club on your behalf. At various times throughout the season, you will be provided with an account statement. Any overages will be returned to you at the end of the season. If shortages occur, you will be requested to make another deposit into your meet fee account via the direct debit established.



### Meet fee payments:

Meet fees are being collected as part of the monthly Electronic Funds Transfer. A meet statement will be sent out after Short course, and the final meet statement will be issued after the Long course season. After the final meet statement is issued, additional funds will be collected or refunded approx 2 weeks after.

If your swimmer qualifies for a provincial and / or national meet over the swim season, you should expect to provide additional payments closer to the end of the season.

For families with multiple competitive swimmers the initial payment is due on October 1 as with the first child, but subsequent payments (if applicable) may be dated for the first day of the following months November, February and April.

The meet fee coordinator will email a meet fee statement to each family at various times through the swim season so you may track the balance of fees in your account.

**\* Please be sure to review the following Meet Fee Policy. This policy clearly outlines your responsibilities both financially and in terms of communicating with your child's coach.**

### Meet Fee Policy:

In advance of each meet, your coach will pre-enter your swimmer into a number of events. For each meet, it is your prerogative to decide if your swimmer will attend the competition.

Your role and responsibilities regarding these meet entries are as follows. You are asked to adhere to these guidelines to ensure meet entries are as accurate as possible.

Note: For Intermediate Bronze – Senior Gold swimmers, failure to follow these guidelines will result in withdrawals from your meet fee account even if your swimmer does not attend and compete at a meet. Junior Bronze and Junior Silver swimmers must pay the flat meet fee amount regardless of their intention to compete.

#### **If we plan to attend**

After your coach has informed you of the races your swimmer will be entered into, if you do nothing it will be assumed that your swimmer will attend the meet and participate in all the events as outlined by the coach. The necessary fees will be withdrawn from your meet fee account. Confirmation of your intention to attend the meet is not required. Be sure to confirm, with your coach, the date, warm-up time and location of each swim meet. It is your responsibility to have your child at each meet on the appropriate day and time, and with the necessary equipment.

#### **If we cannot attend all or part of the meet**

If, for any reason, you wish to withdraw your swimmer from any or all of the events he/she has been pre-entered in, you must formally inform your coach, in writing (or by email), before the deadline date indicated by your coach. (Please Note: The deadline for withdrawal is the date that your coach has given you. This date should not be confused with and is not the deadline date sometimes found in Meet Packages.) Please retain a copy of this formal withdrawal request. A verbal discussion over any or all changes to meet entries will not be considered a formal request.

#### **If we miss the deadline to withdraw**

Once the deadline date (as indicated by the coach) has passed, your swimmer is formally entered into the meet. At that time, BAD is required to submit the necessary payments to the hosting team. Unfortunately, if you miss the deadline (even by just one day), these funds have already been paid on your behalf and cannot be refunded.

**If my child gets sick or is injured in the mean time, or if we end up missing the meet**

After the deadline, if your swimmer cannot participate in the meet due to illness or injury, or fails attend the meet due to some unforeseen circumstance, unfortunately, the necessary payments will have already been submitted on your behalf and cannot be refunded.

**If my child has a long-term injury or will be absent for an extended period of time**

It takes many people and an enormous amount of coordination to properly process meet entries and fees. Your coach is aware of your child's absences, however sometimes oversights occur. To ensure that your meet fee account is managed appropriately, you must formally inform your coach and the competitive meet fees coordinator, in writing, if your swimmer will be unavailable to attend meets for an extended period of time. Be sure to include the start date and expected end date of this "black-out" period.

\*\*\*\*\*

## F. FUNDRAISING OPTIONS TO OFFSET YOUR COSTS

### 1. Raffle

Our club's annual raffle offers ticket holders the chance to win one of several major prizes. Tickets will be provided in September and the draw will take place on the specific date noted on the tickets.

Purchase of raffle tickets is mandatory for families with swimmers registered in competitive programs (Junior Bronze – Senior Gold); however, it is not mandatory to sell your raffle tickets to others. Given that you have already paid for the tickets up front, you may choose to keep any or all of the raffle tickets for yourself and enter your name into the draw.

If you choose to sell any or all of the tickets to others, the cash you receive is yours to keep. Please note that you cannot sell the tickets for more than the face value shown (\$5.00), as this is a violation of provincial licensing rules.

All ticket stubs must be filled in completely and returned to the Club before draw date (details and reminders will be provided) to ensure that they are included in the draw.

### 2. Bingo

Like many other clubs, the Devilrays share in the profits at the local **Bingo Connection** on Plains Road to help keep ever-increasing operational costs as reasonable as possible.

Participation in bingos is not mandatory; however, club members may voluntarily sign-up to work at any number of bingos at registration and/or through contacting the club's Bingo Manager. In return for fulfilling the promise to work at bingo(s), members will be compensated as outlined below. Bingos are offered on a first-come, first-served basis and are open to all swimming levels of the club.

The club's bingos are generally held on Tuesdays during the day (approximately 8:30 a.m. – 11:45 a.m. or 11:15 a.m. - 3:20 p.m.). Families are asked to choose the time slot for which they wish to work.

You will be asked to take on one of three roles at each bingo. You will be assigned your role by the Bingo Manager based on your level of experience (training is also provided):

- 1) First is the **ticket seller** position. Prior to the start of a bingo and during intermission, the ticket seller sells individual tickets or bingo sheets that will be played. Once the bingo starts, the ticket seller clears all tickets and brings them, and the money collected, to the bingo leader at the desk. The ticket seller then assists the bingo leader for the duration of the bingo. **This position is compensated \$35/bingo.**
- 2) The second position is **desk seller**. Prior to the start of the bingo, the desk person sells the bingo booklets that will be played and then assists the leader once the sales are complete. **This position is compensated \$35/bingo.**
- 3) The third position is **leader**. The leader is responsible for handing out the float, the tickets, the prize money, answering questions (or getting the answer) and counting up the money, unused tickets, writing cheques for the Bingo Hall and balancing the bingo. **The bingo leader may choose to be credited with one building block or compensated \$45 for every bingo.**

**All bingo workers are expected to stay at the bingo for the entire session. Failure to do so (arriving late or leaving early) will result in a reduction of the credit amount.**



Advance schedules (indicating which bingos you are required to work at) will be made up for 2 to 4 month time periods (except for September and October as the swim year is just beginning). The Bingo Manager will e-mail or provide you with a hard copy of the bingo schedule through your Squad Manager. In the event that you are unable to work an assigned bingo, it is your responsibility to notify the Bingo Manager as soon as possible. People who work at the bingo hall must be at least 18 years of age.

A statement of the accumulated credits will be available through the season.

Also, please note, our club is currently required to schedule and provide workers through all twelve months of the year.

The provincial government may, at any time, make changes to our bingo license and / or Ontario gaming rules in general. These changes may affect the total number of bingos awarded to our club.

Net revenue generated from bingos is used to defray the club's operating costs (pool time, coaches salaries, etc.). In the event a change to the club's involvement in bingos, and / or gaming in general, results in a significant reduction in revenue generation for the club, our members would be asked to make-up the resulting deficit.

### 3. Grocery Cards

The Grocery Card program is an opportunity to purchase grocery gift cards from either the Loblaw's family of stores (Fortinos, No Frills, Loblaw's, Superstore, Zehrs) or Longos and earn back commission.

These retailers offer loyalty programs to large value purchasers. In exchange for high value gift card purchases, buyers earn commissions based on the total value of the gift cards bought at one time. In order to be eligible for these commissions, the BAD offers members the opportunity to pool their purchases each month.

Participation in the Grocery Card program is not mandatory. Families may voluntarily participate in the program. They may stop or start participating at any time during the swim season.

Participants provide their squad manager with a request for gift cards (denomination and for which store) along with a cheque in the amount of the gift cards they wish to purchase on the appointed due date each month. If the due date is missed, it would be assumed that the family has chosen not to participate that month. Note: Participants are not able to use credit cards toward the purchases since service charges (roughly 2%) to the club for credit card transactions would negate the commission earned.

The total value of cards purchased is given back directly to the member in the form of a gift cards that may be used at participating grocery stores and has the same value as the cash provided for that purchase. Additionally, the commission earned for each member's purchase will be credited to that member. For example, if you purchase \$100 of Longo's gift cards, you will receive \$100 of Longo's gift cards as well as a \$5 club credit.

**Note: Commission earned by the individual families will be credited back to them based on the commission earned by the club that month. Loblaw's offers a sliding scale for commission based on the total value of cards purchased each month (\$2000-\$4999 pays 2%, \$5000-\$9999 pays 3%, \$10000-19999 pays 4%, \$20000 + pays 5%). Longos pays at 5% regardless the value of cards purchased.**

A statement of the accumulated credits will be available through the season. The program runs for 10 months each season (September – June).



## **OTHER FINANCIAL INFORMATION**

### **A. MULTIPLE SWIMMERS**

If you have more than one child registered in a competitive swim program (Junior Bronze – Intermediate Gold), your family financial and participation requirements will be adjusted as follows: (Note: Senior Gold is the highest level competitive program and Junior Bronze is the lowest level.)

1. **Registration Fees:** Registration fees are not discounted for multiple children.
2. **Program Fees:** If registering your additional child(ren) into our FUNDamentals and / or competitive programs (Junior Bronze – Senior Gold), your program fees are discounted. The first swimmer (the child registering for the highest swim level) is charged at the full rate. The second and subsequent swimmers are charged at the sibling rate for the appropriate swim level into which they are registering.
3. **Fundraising:** Your fundraising amounts are assigned to each pre-competitive / competitive swimmer based on the swim program into which the swimmers are enrolled.
  - Fundraising totals are equal to the sum of all competitive swimmers from one family to a maximum as outlined in the fees document, for families enrolling at least one child in the Intermediate Bronze (or above program).
4. **Building Blocks:** Your building blocks are assigned based on the swimmer in the highest program level only – there is no increase for multiple children. (Note: Senior Gold is the highest level and Junior Bronze is the lowest level) The amount is outlined in the fees document.
5. **Meet Fees:** Meet fees are charged based on the meets into which your children are entered. Therefore, each family's meet fee charges will be uniquely tied to their children's swimming levels. There are no discounts to meet fees based on multiple children.



### **B. CHILDREN'S FITNESS TAX CREDIT**

Through the introduction of the non-refundable Children's Tax Credit (CFTC), the Federal Government is helping support children's involvement in regular physical activity.

BAD will issue receipts for all Registration and Program Fees paid to the club on behalf of your child in a given calendar year. Payments for Fundraising, meet fees and received in lieu of volunteering (Building Blocks) are not eligible for receipts. Receipts will be issued directly to you or through the mail in time for you to file your annual tax return.

Please consult with your tax advisor to learn more about the CFTC and how it applies to you.

## C. MID-SEASON CHANGES

For purposes of calculating financial commitments for swimmers either joining, moving program levels or quitting part way through the year, the swim season runs from September to the end of May (nine months) for Junior Bronze, Junior Silver and SwimFit swimmers and to the end of June (ten months) for Intermediate Bronze to Senior Gold swimmers.

### 1. Joining after the Season Starts:

Program Fees, Fundraising Amounts, Meet Fees and Building Blocks for swimmers joining late in the year will be determined on a pro-rated basis, depending on the number of months remaining in the season. **Registration Fees are payable in full at time of registration. Registration fees are not prorated and are non-refundable no matter when a swimmer joins.**

Swimmers moving from the SwimFit and FUNdamentals programs into a competitive program after October 1 will be assessed as if they are joining after the season starts.

### 2. Moving program levels:

If your swimmer's swim program level changes mid-season, the swimmer will be considered to have moved levels after a two-week trial period. At that time, Program Fees and Meet Fees will be adjusted and pro-rated based on the number of months remaining to the end of the season. Additional Fundraising amounts (if any) will be added to the Program Fees owing. Your building blocks will not be adjusted mid-year due to a level change.

Swimmers moving from the SwimFit and/or FUNdamentals programs into a competitive program after October 1 will be assessed as if they are joining after the season starts.

### 3. Leave of Absence for Medical Reason:

If your child has suffered an injury and cannot participate in swimming as well as dry land exercises, you may request a leave of absence.

A physician's note stating the nature of the injury, the date the injury was incurred, as well as the expected recovery timeframe must be submitted to the club Treasurer. (Please submit a copy and keep the original for your own records.) The swimmer's coach and the club's competitive meet fee coordinator must also be informed of the duration and reason for absence. The leave of absence will begin on the last day swum or the date of the injury, which ever is later, and will end on the date the child resumes swimming and/or dry land exercises.

If the leave of absence is for a period of greater than five weeks, you will be entitled to a Program Fee rebate. Your Program Fees will be pro-rated for the period the swimmer is absent from club activities. The non-refundable Registration Fee and Fundraising amount paid at the beginning of each season will not be factored into the rebate figure.

If the leave of absence is for a period of greater than twelve weeks, you will also be entitled to an adjustment to your building blocks. These commitments will be pro-rated for the period the swimmer is absent from club activities.

Injuries incurred after March 1<sup>st</sup> will be ineligible for any rebate. A leave of absence for any reason other than medical will not be considered for rebate.

It is strongly recommended that you discuss the child's physical condition with the Head Coach if the injury has resulted in a recovery time of greater than twelve weeks. A swim test and move to

lighter swimming level may be recommended. If the extended leave of absence results in the swimmer leaving the club, you must inform the club, in writing, of your decision (see below).

All rebates and adjustments will be issued after the child resumes club activities.

#### 4. Leaving the Club:



If your swimmer chooses to leave the club before the end of the season, you must advise your coach and the Executive **IN WRITING**. The **resignation will take effect as of the month-end following the month that notification was received**. (For example, if a resignation notification was received any day in January, the resignation effective date will be February 28.) Applicable refunds will be calculated as the resignation effective date. Refunds will NOT be retroactive to the date of the last swim practice attended unless the decision to leave is related to a leave of absence due to medical reasons (see above). Swimmers are welcome to attend all practices until the resignation effective date if desired.

After the resignation effective date, any unpaid monthly Program Fee cheques will be returned. Program Fees paid in advance (bi-monthly or in full) will qualify for an equivalent refund. Building Blocks will be pro-rated based on the number of months that have passed since the swim year began and any Building Blocks still owing will be charged based on the current rate outlined in the Fee schedule. Unused funds in the swimmer's meet fee account (Intermediate Bronze – Senior Gold only) will be returned. Credits earned due to participation in the bingo and grocery card programs will also be reconciled at this time.

**The non-refundable Registration Fee and Fundraising amount paid at the beginning of each season will not be factored into refund. Once issued, raffle tickets may not be returned for refund at anytime.**

The club Treasurer will inform you and present you with a bill for any outstanding balance owed to BAD, or, if applicable, you will be issued a refund from the club (less a \$10 administration charge).

There will be no refunds for swimmers who quit after March 1<sup>st</sup>.


If your swimmer transfers to another club in Ontario: It is the new club's responsibility to first register the swimmer with Swimming Canada electronically. This process triggers a request to BAD for a transfer authorization. Authorization will be granted only once it has been ascertained that no fees are owing to the Devilrays. Note: According to Swimming Canada's national transfer policy – each transferring swimmer will be deemed "unattached" for a 30-day period once the transfer authorization has been granted. After the 30-day period, the transferring swimmer will officially be registered with the new club.

Note: This policy is not applicable to FUNdamentals swimmers. Refunds prior to the first day of a FNdamentals session will be subject to a \$10 administration fee. There will be no refunds after the first class for each session.

\*\*\*\*\*  
**There will be a service charge of \$25.00 for all NSF cheques.**

If you fail to meet your financial obligations, action will be taken to collect all fees owing on approval of the Executive.

## **D. CLUB FUNDRAISING**



Additional fundraising is not a mandatory financial requirement for BAD members. However, voluntary fundraising can help make swimming better and more affordable for everyone. Revenue raised from outside sources can be used to toward non-budgeted expenses such as additional club equipment, team travel, etc.

Here are few ways to raise additional funds for BAD.

### **1. Swim-a-thon**

Swim-a-thon is the major national fundraising project in which most affiliated swim clubs in Canada participate. It promotes and finances amateur competitive swimming. The purpose of Swim-a-thon is to raise money for our club through swimmers' participation in a marathon swim and obtaining pledges (per length swum, or a predetermined flat amount). Donation receipts will be provided for individual pledges of \$10 and up provided donors are not immediate family members. Swimming Canada retains an administration fee and the remainder of money raised stays with our Club. Top pledge collectors for the province are also recognized by Swim Ontario. In the past years, individual swimmers have collected hundreds (even thousands) of dollars in pledges.

BAD hosts a Swim-a-thon for its competitive swimmers at all levels each spring. This is a team-building event and a terrific confidence builder. Regardless of whether you child collects pledges, all swimmers are expected to participate in the Swim-a-thon. Each participant's goal is to swim continuously (any stroke) over a period of up to two hours or until a maximum of 200 lengths of the pool have been completed (whichever is first). Details regarding the Swim-a-thon date and how to collect pledges will be available early in the new season or from your Squad Manager.

Pledge forms are provided for interested individuals approximately 5 weeks our swim-a-thon event. We look forward to increased promotion of the event this year.

### **2. Corporate Donations**

Corporate donations arranged through your place of work, friends, etc., are always welcome. Funds raised through corporate donations can be put toward the general budget to offset club costs or used for specific purposes if directed by the donor.

BAD thanks these good corporate citizens for their generosity by acknowledging their contributions through recognition / advertising in swim meet programs, the club website, our club banner, etc. (depending on the amount donated). Receipts can be provided upon request; otherwise their cancelled cheque is their receipt. A Corporate fundraising package for BAD is available upon request.

## CLUB COMMUNICATION

BAD wishes to keep all of its members informed as much as possible. The club has many formats that it utilizes to ensure that you are kept up-to-date with the latest information.

- A. **Website:** Our new club website is a very useful resource for our members. At a glance, you will find interesting and useful information concerning the club's activities (e.g. the newsletter, swim meet schedule, monthly practice schedules, etc). The website also provides you with many links to other websites related to the sport of swimming. If you have any questions regarding the club, the first and best place to look for an answer is on the club website. The website address is [www.burlingtondevilrays.ca](http://www.burlingtondevilrays.ca).
- B. **Email / Telephone:** Our club relies heavily on the use of electronic media to distribute information. This method is very timely and reduces costs associated with printing and copying. It is important that you provide the club with an email address you intend to check on a regular basis. Your coach and / or Squad Manger will regularly contact you via email to pass on timely information and reminders. As well, email may be used to alert you of short notice changes (e.g. pool closures in bad weather). Less often, your squad manager may contact you by telephone to pass along information as quickly as possible. **If your email address should change at any time throughout the season, it is your responsibility to update your registration information on the club website [www.burlingtondevilrays.ca](http://www.burlingtondevilrays.ca).**
- C. **Newsletter:** The club will issue a newsletter, usually monthly, from September to June with information on club events and achievements. The most current newsletter is may be found on the club website [www.burlingtondevilrays.ca](http://www.burlingtondevilrays.ca). You will be notified when a new newsletter is available.
- D. **Executive Meetings:** The club Executive meets once each month to discuss up coming meets, event plans, club issues, etc. This meeting is open for any member to observe at any time. If you wish to bring an issue to the attention of the Executive, please contact the club President to be given a place on the meeting agenda.
- E. **Member General Meetings:** Each mid season (February/March) and end of season (June) the club holds its General Meetings. These meetings are used to review the club's financial position, discuss plans for the new season and appoint or vote for persons who will be holding key positions in the new season, including the Executive. Any major issues are tabled and any changes to the club bi-laws, or policies are presented for approval at this time. All members are invited and strongly encouraged to attend.
- F. **Annual Banquet:** Each fall the club hosts its annual banquet to welcome its new members and acknowledge the accomplishments of the past season. This is a casual, fun event and a great way to get to know member families outside of the pool environment.
- G. **Family Picnic:** Each summer (June timeframe) the club organizes a family picnic. This is a casual event and a fun way to end the swim season.



## **CONSENT TO PARTICIPATE AND USE OF NAME, IMAGE AND PERSONAL INFORMATION**

**\* Please read the following paragraphs with respect to participation, publication and personal information. Also please be sure to review the Swimmers' Conduct and Code of Behaviour (Pages 15-17), the Coaching Staff and Parent Interaction Guidelines (Pages 13-14), Volunteer Conduct and Policies (Pages 20-21) and all of the Family Financial and Participation Requirements (Pages 18-31) outlined earlier in this document. On-line agreement for the corresponding sections of the current swim season registration package is required.**

### **Participation Consent Agreement**

The Burlington Aquatic Devilrays (the Club) strives to ensure a safe environment for its swimmers. However, parents or guardians should understand that injuries could occur during some activities because of the inherent nature of the activity and without neglect on the part of the swimmer or the Club.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or legal guardian authorizes the swimmer to participate in Club activities (including practices as well as local and out of town meets) and hereby waives and releases the Club, its directors, employees and agents of from any claims howsoever arising and including personal injuries and loss or theft of personal property while the swimmer is in any way engaged in Club activities.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or legal guardian authorizes the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club to authorize such medical attention as may be necessary and appropriate in the circumstances should a swimmer suffer an injury or illness while participating in Club activities and agrees to pay for all medical and any other related expenses incurred in such event.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or legal guardian releases the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club from any claim arising from the medical treatment a swimmer may require while participating in club activities.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or legal guardian acknowledges that should a swimmer not abide by the rules and expectations as established by the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club while participating in Club activities, at the discretion of the coaches, the swimmer's participation may be terminated and the swimmer may be sent home. Any additional costs incurred by reason of the termination of a swimmer's participation in Club activities, and / or as a result of the swimmer being sent home will be the responsibility of the parent or legal guardian.

### **Publication Consent Agreement**

The Burlington Aquatic Devilrays (the Club) occasionally publishes parent and / or swimmers' names and images to promote the club and amateur swimming. The media which are used include the Club newsletters, the Club website and local newspapers such as the Burlington Post.

The Club also published the name and contact information (email address and telephone number) of parents who have agreed to take on key roles within the club's organization to promote and simplify communications within the Club. The Key Contact list is found in the Club newsletters as well as the Club website.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or guardian understands that as a member of the Burlington Aquatic Devilrays, that their image, name, email address and telephone number and / or their child's name or image may be used in such media as outlined above.

With on-line agreement of the Burlington Aquatic Devilrays Consent Form, the parent or guardian understands that their image, name, email address and telephone number and / or their child's name and image will not be used for any purpose other than outlined above and that it will not be given to any other organization and/or media group.

### **Personal Information Protection & Electronic Documents Act**

Swim Ontario's policy with regard to the ***Personal Information Protection & Electronic Documents Act*** is now in effect. Consent forms must be signed by every family in order for children to be accepted into any Club program.

With on-line agreement of the Burlington Aquatic Devilray Consent Form, the parent or guardian gives permission to the Burlington Aquatic Devilrays to enter required personal information on the Swim Direct database for the purposes of registering their swimmer with Swim Ontario as a sessional, pre-competitive or competitive swimmer. The information is necessary to allow athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. (The latter also applies to Club volunteers and coaches.)

Consent may be withdrawn with written notice to the Swim Ontario Executive Director, and personal information will be purged from the database. Withdrawal constitutes de-registration. The Club will be informed immediately upon receipt of the written notice.

For more information, please refer to Swim Ontario's website [www.swimontario.com](http://www.swimontario.com).

## KEY POSITIONS CHART

<i>Executive Positions</i>
<b>PRESIDENT</b>
<b>VICE PRESIDENT</b>
<b>TREASURER</b>
<b>MEMBERSHIP REGISTRAR</b>
<b>MEET MANAGER – COMPETITIVE</b>
<b>OFFICIALS CHAIRPERSON</b>
<b>CLUB SECRETARY</b>
<b>PAST PRESIDENT</b>
<i>Squad Managers</i>
<b>SQUAD MANAGER SR. GOLD &amp; SILVER</b>
<b>SQUAD MANAGER INT. GOLD</b>
<b>SQUAD MANAGER INT. SILVER</b>
<b>SQUAD MANAGER INT. BRONZE</b>
<b>SQUAD MANAGER JUNIOR SILVER I</b>
<b>SQUAD MANAGER JUNIOR SILVER II</b>
<b>SQUAD MANAGER JUNIOR BRONZE I</b>
<b>SQUAD MANAGER JUNIOR BRONZE II</b>
<b>SQUAD MANAGER FUNDAMENTALS</b>
<i>Additional Key Positions</i>
<b>SWIM ONTARIO LIAISON</b>
<b>FUNDAMENTALS MEMBERSHIP</b>
<b>MEET MANAGER - Development</b>
<b>MEET MANAGER - ASSISTANT</b>
<b>OFFICIALS ASSISTANT</b>
<b>RAFFLE CHAIRPERSON</b>
<b>GROCERY CARD PROGRAM CHAIRPERSON</b>
<b>BUILDING BLOCK TRACKING / REPORTING</b>
<b>BINGO MANAGER</b>
<b>SWIM-A-THON CHAIRPERSON</b>
<b>BINGO TREASURER</b>
<b>MEET FEES COORDINATOR</b>
<b>POOL SCHEDULER / CITY LIAISON</b>
<b>TRAVEL COORDINATOR</b>
<b>CLUB RECORDS KEEPER (INCLUDING WEBSITE)</b>
<b>CORPORATE SPONSORSHIP CHAIRPERSON</b>
<b>EQUIPMENT MANAGER</b>
<b>MARKETING / PROMOTION</b>
<b>MEDIA LIAISON</b>
<b>NEWSLETTER EDITOR</b>
<b>WEBSITE ADMINISTRATOR</b>
<i>Special Committees</i>
<b>CONCESSION COMMITTEE CHAIRPERSONS</b>
<b>TRILLIUM GRANT CHAIRPERSON</b>
<b>BANQUET COORDINATOR</b>
<b>PICNIC COORDINATOR</b>

## **BUILDING BLOCK VALUES**

8 Building Blocks	6 Building Blocks	5 Building Blocks
President Vice-President Treasurer Membership Registrar Bingo Treasurer Bingo Manager	Meet Manager – Competitive FUNdamentals Membership Officials Chairperson Meet Fees Coordinator Grocery Card Program Chairperson	Meet Manager – Development Equipment Manager
4 Building Blocks	3 Building Blocks	2 Building Blocks
Building Blocks Tracking / Reporting Club Secretary Website Administrator Newsletter Editor Meet Manager – Assistant Officials - Assistant Corporate Sponsorship Chair Raffle Chairperson Swim-a-thon Coordinator Trillium Chairperson	Concession Coordinator– (2 positions required) Banquet Coordinator Picnic Coordinator Pool Scheduler / City Liaison Squad Manager Travel Coordinator	Past President Club Record Keeper Media Liaison Club Marketing / Promotion Swim Meets (per session): Referee
1 - 2 Building Blocks	1 Building Block	1/2 Building Block
Banquet Assistant * Picnic Assistant * Committee Member * (e.g. Corporate Sponsorship, Trillium fund etc.)  (* Building blocks are earned based on level of participation and at the discretion of the event / committee coordinator)	Clinic Presenter Officials Card - Signed at away swim meet Bingo Leader (in lieu of financial credit)  Swim Meets (per session): Recorder Starter Chief Finish Judge Chief Timer Assistant Chief Timer Chief Electronic Timer / Electronics Operator Clerk of Course Strokes & Turns Judge	Officials Clinic - Attended Swim Meets (per session): Timers Marshall Concession Assistant Ribbons (Development only)

Building block values are based on the completion of the task described. If the role requires a full year commitment and you leave the post mid way through the season, the building block value will be prorated for the portion of the season that the position was held. Students may volunteer to assist at swim meets in exchange for high school volunteer hour credits. (Note: If volunteer hour credits are requested, no building block credits will be earned.) Students must be 14 years old or over, and have completed the required course, to take on any role as a swim meet Official. Volunteers for additional tasks may be needed throughout the season. Watch for information through the club website, email or in the club newsletter.

# Everything You Wanted to Know About Swim Meets but Were Afraid to Ask

*(Excerpt from USA Swimming's Sample Club Handbook)*

*Please be sure to check with your swimmer's coach for specifics that may be different from the examples below.*

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask your coach.

## Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information handed out to all swimmers.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Find the check-in place. Usually, parents are not allowed on deck so this may be a responsibility of your swimmer or your swimmer's coach. Make sure your swimmer checks in with his or her coach!
4. Once "checked in", the coach will help the swimmers write each event-number on his or her hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen or watch for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
6. After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
7. The meet will usually start about 10-15 minutes after warm-ups are over.
8. Because of insurance purposes, parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.
9. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event, by heat and lane, in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

## When the Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. Generally, girls' events are odd-numbered and boys' events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle"
3. Most meets are computerized. There are generally two ways a swimmer gets to his/her lane:
  - a. In most novice meets, a swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "Clerk of Course". Swimmers should report with his/her cap and goggles. The Clerk will usually line up all the swimmers and take them down to the pool in correct order. There are usually several heats for each event.

- b. A swimmer can report directly to his/her lane for competition a number of heats before he/she actually swims and check in there. This usually occurs at the competitive level. Check with your swimmer's coach for specific instructions.
4. The swimmer swims his or her race.
5. After each swim:
  - a. He/she is to ask the Timers (people behind the blocks at each lane) his/her time. At novice meets, he/she will be given a time card by one of the Timers. He/she will take this time card to the "Chief Place Judge" (usually at a desk near where the race finished). If the swimmer swam a "best time", he/she will be given a ribbon.
  - b. The swimmer should then go immediately to his or her coach. The coach will discuss the swim with each swimmer.
6. Generally, the coach follows these guidelines when discussing swims:
  - a. Positive comments or praise
  - b. Suggestions for improvement
  - c. Positive comments
7. Things to do after each swim:
  - a. Go back to the team area and relax.
  - c. This is another good time to check out the bathrooms, get a drink or something light to eat.
  - d. Waits until your next event is called and starts the procedure again.
8. When a swimmer has completed all of her events she and her parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and she is not there.
9. Results are usually posted somewhere in the facility. If awards are given at the event, they will be gathered for the team and given to the coach at the end of the meet. The coach will give the awards to the swimmers at a later time.

### What To Take To The Meet

1. Most important: Swim Suit, Team Cap, and goggles.
2. Baby or talcum powder--To "dust" the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels - Realize your swimmer will be there a while, so pack at least two.
4. Something to sit on. Example: old blanket, another towel or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
5. Sweat suits: Bring one - swimmers may want to bring two because they can get wet and soggy. It is important to keep muscles warm between races.
6. Team T-shirts: One or two if you have them. Same reason as above.
7. Games: travel games, coloring books, books, anything to pass the time – but nothing valuable!
8. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:
  - a. Drinks: Fruit juice, Gatorade, Water
  - b. Snacks: Granola bars, fun fruits, yogurt, cereal, Jello cubes, sandwiches

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other parent for help or information.

These meets are a lot of fun for the swimmers. He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

### *Special Note to Parents*

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly.

You will be at the meet for a few hours – so prepare by bringing some reading. If you don't think that a bleacher seat is comfortable, feel free to bring something comfortable to sit on (a blanket or a folding stadium seat).

Better yet, *become an official and get involved. You get to be close to the action and have a great view of your child's race!*